

EPPING FOREST DISTRICT COUNCIL

FORWARD PLAN/WORK PROGRAMME 2005/06

COVERING STATUTORY PERIOD JUNE – SEPTEMBER 2005

EPHING FOREST DISTRICT COUNCIL

FORWARD PLAN – JUNE TO SEPTEMBER 2005

PORTFOLIO – FINANCE & PERFORMANCE MANAGEMENT

ITEM	KEY DECISION	DATE OF DECISION	DECISION TAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Tender for Insurances Policies	Choice of insurer and levels of cover Award of Contract	6 June 2005	Cabinet	In discussion with Council's appointed broker	Bob Palmer 01992 564279	AON Report in Members' Room Risk presentation. Tender Evaluation Report File papers in accountancy
Annual Statement of Accounts	Seeking approval thereof	28 July 2005	Council	Internally with Officers	Bob Palmer 01992 564279	None
Summary BVPP	Publish by 31 March 2006	6 Feb 2006	Cabinet	All Members	Steve Tautz 01992 564180	File papers in PMU
Full BVPP	Publish by 30 June 2006	In next Municipal Year	Cabinet Council	All Members	Steve Tautz 01992 564180	File papers in PMU
Council Plan	Approval of new format and content	6 March 2006	Cabinet Council	All Members Task and Finish Panel	Steve Tautz 01992 564180	File papers in PMU
Consultation arrangements	Approval of new approach	6 March 2006	Cabinet	Task and Finish Panel	Steve Tautz 01992 564180	File papers in PMU
Monitoring arrangements for BVPI's and LPI's	Approval of new approach	6 March 2006	Cabinet	Task and Finish Panel	Steve Tautz 01992 564180	File papers in PMU
Restructure Benefits Service	Staffing levels and service performance	11 July 2006 28 July 2006	Cabinet Council	Benefits staff	Janet Twinn 01992 564215	File papers in Benefits
Annual Accounts and revenue and capital outturns	Approval of annual accounts and outturn reports	11 July 18 July 2006 28 July 2006	Cabinet Finance Com Council	MB	Bob Palmer 01992 564279 Peter Maddock 01992 564602	File papers in Accountancy
Document Imaging	Internal or External service provision	5 Sept 2006	Cabinet	MB	Janet Twinn 01992 564215	File papers in Benefits
Financial Issues Paper	Resource Prioritisation	12 Sept 2006 10 Oct 2006	Finance Com Cabinet	O&S Task and Finish Panel	Bob Palmer/Peter Maddock 01992 564602	File papers in Accountancy
Capital Strategy	To approve the Strategy	August 2005 (Unscheduled)	Council	Recipients of draft BVPP	A Hall 01992 564004	ODPM Guidance

Revenue and Capital Budgets	Budget and Council Tax setting	31 Jan 2006 6 Feb 2006 21 Feb 2006	Finance Com Cabinet Council	O&S Task and Finish Panel	Bob Palmer/Peter Maddock 01992 564602	File papers in Accountancy
AUDDIS	Change to DD system	6 mar 2006	Cabinet	MB	Rob Pavey 01992 564211	File papers in Revenue
Business Growth Incentives	Implementation of new scheme	10 Apr 2006	Cabinet	MB	Rob Pavey 01992 564211	File papers in Revenues
Internal Audit Annual Report 04/05	Approval of Annual Report	18 July 2005	Finance Cabinet Committee	Management Board	Joe Akerman 01992 564446	Audit report and files
Internal Audit Plan 06/07	Approval of Audit Plan	10 April 2006	Cabinet	Heads of Service Overview and Scrutiny Committee	Joe Akerman 01992 564446	Audit files
T11/Langston Road Depot Future Proposals	Future Strategy for the sites	October 2005	Cabinet	Heads of Service	M Shorten 01992 564124	
Town Mead Depot Site – Future Proposals	Future Strategy for the site	October 2005	Cabinet	Heads of Service	M Shorten 01992 564124	
Quarterly Internal Audit Monitoring Reports 05/06	To note progress against the Audit Plan	18 July 05 7 November 05 31 Jan 06 18 April 06	Finance Com.	MB	Joe Akerman 01992 564446	Audit Reports and files
Audit Commission External Audit Plan 06/07	To note the External Audit Plan	18 April 2006	Finance Com	MB	Peter Haywood 01992 564080	Plan document

EPHING FOREST DISTRICT COUNCIL

FORWARD PLAN – JUNE TO SEPTEMBER 2005

PORTFOLIO – CORPORATE SUPPORT SERVICES & ICT

ITEM	KEY DECISION	DATE OF DECISION	DECISION TAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Removal of Asbestos – Civic Offices – Condor Building	Seeking approval to supplementary estimate	28 July 2005	Council	Internally with Officers	Mike Tipping 01992 564280	None
Homeworking	Approval of policy	21 July 2005 5 Sept 2005	JCC Cabinet	SMT Trade Unions	Tony Tidey 01992 564054	File papers in HR
Craftworkers Job evaluation	Approval of collective agreement	21 July 2005 5 Sept 2005	JCC Cabinet	Craftworker trade unions	Tony Tidey 01992 564054	File papers in HR
Violence at work	Approval of policy	26 Jan 2006 6 Feb 2006	JCC Cabinet	SMT Trade Unions	Tony Tidey 01992 564054	File papers in HR
Information and consultation regulations	Approval of arrangements in line with statutory guidance	26 Jan 2006 6 Feb 2006	JCC Cabinet	SMT Staff Trade Unions	Tony Tidey 01992 564054	File papers in HR Statutory provisions
Secondment policy	Approval of policy	21 July 2005 5 Sept 2005	JCC Cabinet	SMT Trade Unions	Tony Tidey 01992 564054	File papers in HR
Upgrading of recruitment website	Approval of virement	To be determined	Portfolio Holder	MB	Tony Tidey 01992 564054	File papers in HR
Recruitment and retention	Review of activity/future options	6 Feb 2006	Cabinet	Trade Unions	Tony Tidey 01992 564054	File papers in HR
Customer Contact Centre	Strategic direction	11/07/2005	Cabinet	Management and SMT	Adrian Scott 01992 564457	Customer Contact Project Initiation Document
e-Procurement Strategy	Strategy implementation	11/07 2005	Cabinet	ODPM, Management and SMT	Adrian Scott 01992 564457	ODMP consultants and PAE workshop reports
Corporate ICT Strategy	Strategy implementation	05/09/2005	Cabinet	O&S ICT Standing Panel, Management Board	Adrian Scott 01992 564457	Corporate ICT Plan – Review 2003/04
e-Government Return	Ratify the return	14/11/2005	Cabinet	O&S ICT Standing Panel, Management Board	Adrian Scott 01992 564457	IEG statements, EOLP Business Plan

Joint Consultative Committee – Review of constitution	Review of Constitution to reflect current trends on staff representation and new statutory requirements	11.7.05	Cabinet	Portfolio Holder/ OSC	Tony Tidey 01992 564054 Ian Willett 01992 564243	Existing Constitution
---	---	---------	---------	-----------------------	---	-----------------------

EPPING FOREST DISTRICT COUNCIL

FORWARD PLAN – JUNE TO SEPTEMBER 2005

PORTFOLIO – COMMUNITY WELLBEING

ITEM	KEY DECISION	DATE OF DECISION	DECISION TAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Service Level Agreement - CAB	New rolling Agreement	27 June 2005	Portfolio Holder	Internally with officers and the CAB	C Overend 01992 564247	Previous agreements and correspondence with CAB
Integrated Community Safety / Policing and Enforcement Team	Further implementation arrangements	17 July 2005	Cabinet	Internally with officers and partner agencies	J Scott 01992 564050	Information on similar teams operating in other local authority areas

EPHING FOREST DISTRICT COUNCIL

FORWARD PLAN – JUNE TO SEPTEMBER 2005

PORTFOLIO – ENVIRONMENTAL PROTECTION

ITEM	KEY DECISION	DATE OF DECISION	DECISION TAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Funding for South Herts Waste Management	'Top up' tipping away payment	6 June 2005	Cabinet	Head of Service/Cabinet	John Gilbert 01992 564062	Contract document
Health & Safety	Inspection Resources	Unallocated	Not known at present	Not known at present	Not known at present	Not known at present
Clean Neighbourhoods & Environment Act 2005	Consider adoption of relevant sections and associated actions	Unallocated	Cabinet	Relevant Heads of Service	Not known at present	New Act and associated guidance

EPHING FOREST DISTRICT COUNCIL

FORWARD PLAN – JUNE TO SEPTEMBER 2005

PORTFOLIO – LEISURE

ITEM	KEY DECISION	DATE OF DECISION	DECISION TAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Loughton Leisure Centre	Progress report	6 June 2005	Cabinet	Head of Service/ Contractor	Colin Crudgington 01992 564055	Contract
Results of Contract Negotiations SLM	To recommend or otherwise of Preferred Partner	11 July 2005	Cabinet	SLM Leisure Management Limited	Derek Macnab 01992 564260	Held within Leisure Services
Appointment of Alternative Management Contractor	Whether to appoint Alternative Management Contractor to manage Council's Leisure Facilities for 7 year contract	28 July 2005	Cabinet	SLM Leisure Management Limited	Derek Macnab 01992 564260	Held within Leisure Services

EPPING FOREST DISTRICT COUNCIL

FORWARD PLAN – JUNE TO SEPTEMBER 2005

PORTFOLIO- CIVIL ENGINEERING AND MAINTENANCE

ITEM	KEY DECISION	DATE OF DECISION	DECISION TAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Partnering LD Contract	Re-appoint Hugh Pearl	6 June 2005	Cabinet	KD	John Gilbert 01992 564062	Within Environmental Services
Review of EFDC funded traffic schemes	Review programme for 2005/06 and thereafter	11 July 2005	Cabinet	John Gilbert 01992 564062	John Gilbert 01992 564062	Within Environmental Services
Local Transport Plan	Review	Unallocated	Cabinet/Council	RK/TB/JH	John Gilbert 01992 564062	Within Environmental Services
Nazing/Cobbins FAS	Feasibility	Unallocated	Cabinet	KD/Environment Agency	John Gilbert 01992 564062	Within Environmental Services
Boxted Close FAS	Feasibility	Unallocated	Cabinet	KD/Environment Agency	John Gilbert 01992 564062	Within Environmental Services
Land drainage consents	Charging policy	Unallocated	Head of Environmental Services/ Portfolio Holder	KD	John Gilbert 01992 564062	Within Environmental Services
Flood risk assessments	Charging policy	Unallocated	Cabinet	KD	John Gilbert 01992 564062	Within Environmental Services

EPPING FOREST DISTRICT COUNCIL

FORWARD PLAN – JUNE TO SEPTEMBER 2005

PORTFOLIO – PEOPLE FIRST

ITEM	KEY DECISION	DATE OF DECISION	DECISION TAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Member Remuneration Scheme - Review	Options for review	11. 7.05	Cabinet	Remuneration Panel Cabinet Appropriate members	To be determined	Member Remuneration Scheme
Member Remuneration Scheme – Implementation Review	Outcome of review Implementation decision and budgetary provision	13.12.05 21/23.2.06	Cabinet Council	- -	To be determined	Member Remuneration Scheme
Elections – Assessment of New Government Proposals for Electoral Pilots	Options for Participation and Resourcing implications	After September 2005	Council Cabinet OS Committee Standing Scrutiny Panel	Cabinet	To be determined	Government proposals
Elections - Review of Government changes in postal voting arrangements	Resourcing implications	After September 2005	OS Committee recommendations to the Executive	-	To be determined	New statutory guidance

ITEM	KEY DECISION	DATE OF DECISION	DECISION TAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Elections – Review of Changes in Electoral Registration Arrangements	Response to new Government legislation including resource implications of new legal requirements	After September 2005 – depending on Government legislative timetable	As Above	Cabinet	To be determined	New Government advice
Review of Virement Limits	To review policy to reflect current contract values and to expedite decision-making by achieving greater delegation to Portfolio Holders and Heads of Service	September 2005	Finance and Performance Committee Cabinet Council	Portfolio Holder CFO	To be determined	Financial Regulations
Ongar Information Centre – Options for the Future	Assessment of options for the provision of information services on Ongar taking account of low levels of usage	Before October 2005	Portfolio Holder or Cabinet (depending on the result of the review)	Ongar Parish Council Essex Library Service Cabinet	To be determined	None

ITEM	KEY DECISION	DATE OF DECISION	DECISION TAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Forester – Review of arrangements for re-tendering	Publication and distribution across all wards	by 1 September 2005	Portfolio Holder	Portfolio Holder	T Carne Public Relations 01992 564039	Tender documents

EPPING FOREST DISTRICT COUNCIL
FORWARD PLAN – JUNE TO SEPTEMBER 2005

PORTFOLIO – HOUSING

ITEM	KEY DECISION	DATE OF DECISION	DECISION TAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
\Development of small Council sites	To agree approach	July 2005	Cabinet		A Hall 01992 564004	
Review of Allocations Scheme	To consider changes	July 2005 (Unscheduled)	Cabinet	Tenants Fed/RSL's, Local Councils	R Wilson 01992 564419	
Homelessness Strategy	To approve revised Strategy	July 2005	Cabinet	EFDC partners	R Wilson 01992 564419	
Requests to purchase small areas of land from Council	To agree a policy	July 2005	Cabinet		R Wilson 01992 564419	
Wickfields Improvement Scheme – Stock Transfer	To agree the principle	August 2005 (Unscheduled)	Cabinet	Architects plans QS's costings	A Hall 01992 564004	Architects plans QS's costings
Introductory Tenancies	To consider consultation outcome	August 2005 (Unscheduled)	Cabinet	Tenants Fed/CABx/all tenants	R Wilson 01992 564419	
External Repairs/Decorations Partnering Tenders	To agree tenders	July 2005 (Unscheduled)	Housing Portfolio Holder	OSC (1) Tenants Fed	P. Kendrick 01992 564162	Specifications
Response Repair Target Times - Routine	To review times	August 2005 (Unscheduled)	Housing Portfolio Holder	Tenants Federation	P Pledger 01992 564248	
Improvement Scheme, Springfields, W/A	To agree menu of works	August 2005	Cabinet	Residents & Roundhills Residents Assn	P Pledger 01992 564248	Architect's Feasibility Report
Revised Housing Strategy	To approve the Strategy	September 2005 (Unscheduled)	Council	EFDC partners, Housing Scrutiny Panel	A Hall 01992 564004	
HRA Budget	To agree the budget	January 2006 (Unscheduled)	Cabinet		P Maddock 01992 564602	
Housing General Fund Budget	To agree the budget	January 2006 (Unscheduled)	Cabinet		P Maddock 01992 564602	
Local Supporting People Strategy	To endorse the Strategy	March 2006 (Unscheduled)	Cabinet	Local Supporting People Core Strategy Group, Supporting People Inclusive Forum, Housing Scrutiny Panel	R Wilson 01992 564419	

EPPING FOREST DISTRICT COUNCIL

FORWARD PLAN – JUNE TO SEPTEMBER 2005 PORTFOLIO HOLDER – PLANNING & ECONOMIC DEVELOPMENT

ITEM	KEY DECISION	DATE OF DECISION	DECISION TAKER	CONSULTATION ARRANGEMENTS	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Planning Delivery Grant	How grant received to be allocated	6 June 2005	Cabinet	Internally with Officers in Planning Services	John Preston 01992 564111	Letter from Minister of State for Housing and Planning 23 March 2005
Broadway Town Centre Enhancement	Options appraisal	6 June 2005	Cabinet	John Gilbert 01992 564062	John Gilbert 01992 564062	Within Environmental Services
Local Transport Plan	Review	Unallocated				
Planning Services Admin Restructure		Unallocated	Cabinet			
Planning Services Professional Restructure		Unallocated	Cabinet			
Data Cleanse	Review	Unallocated	Cabinet			
Continuation of Local Plan Alterations		Unallocated				
Responses to Local Plan Redeposit		Unallocated				